

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CAT I: Future Efficiencies through Capital Investment

FROM:
Harry E. Fitzwater
Deputy Director for Administration
7D 24 Hqs

EXTENSION

NO. DDA 81-1652/1

DATE
7 August 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Deputy Director of
Central Intelligence

2. 7D 5011 Hqs

3 Director of Central
Intelligence

4. 7D 5607 Hqs

5.

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DCI:

The attached is for your information only. This is the first segment of the DDA's input to the Agency's Cost Reduction and Efficiency (CORE) Working Group to be considered in their overall plan.

Att

MORI/CDF Pages 3-
47

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CAT II Future Efficiencies through Capital Investment

FROM:		EXTENSION	NO.
Harry E. Fitzwater Deputy Director for Administration 7D 24 Hqs			DDA 81-1652/1
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STAT
H. E. Fitzwater

Att

✓cc: COMPT

RECEIVED
11 AUG 1981

Appro + Budgets

DDA:HEFitzwater:kmg (7 Aug 81)

Distribution:

Orig RS - DCI via DDCI w/cy of Att

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✓ 1 - DDA Subj w/Orig of Att

1 - DDA Chrono

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Att: Memo dtd 4 Aug 81 to DDA fr CORE Working Group same subj (DDA 81-1652)

1- MS w/atts

1- COMPT w/atts 11 AUG 1981

SECRET

DD/A Registry

81-1652

4 AUG 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM:


CORE Working Group

25X1

SUBJECT: CAT II Future Efficiencies through Capital
Investment (U)

1. Future efficiencies that could be realized by near-term capital investment are summarized in the attachment. There are three categories of capital investments:

- CAT IIA - Those requiring capital investment in the 4th quarter FY-81.
- CAT IIB - Those requiring capital investment in 1st quarter FY-82.
- CAT IIC - Those requiring capital investment in FY-82.

All of the CAT IIA items have been submitted to the DDA as unfunded requirements. CAT IIB and IIC items will be surfaced as unfunded as we proceed into the new fiscal year.

2. All of this information will be included in the final report but is submitted now in hopes that it will receive early consideration for reprogramming Agency funds this fiscal year.

 25X1Attachment:
As stated 25X1THIS MEMORANDUM WILL BE UNCLASSIFIED
WHEN ATTACHMENTS REMOVED**WARNING NOTICE**
INTELLIGENCE SOURCES
AND METHODS INVOLVED**SECRET**

ATTACHMENT

ATTACHMENT

CAT II FUTURE EFFICIENCIES
THROUGH
CAPITAL INVESTMENT

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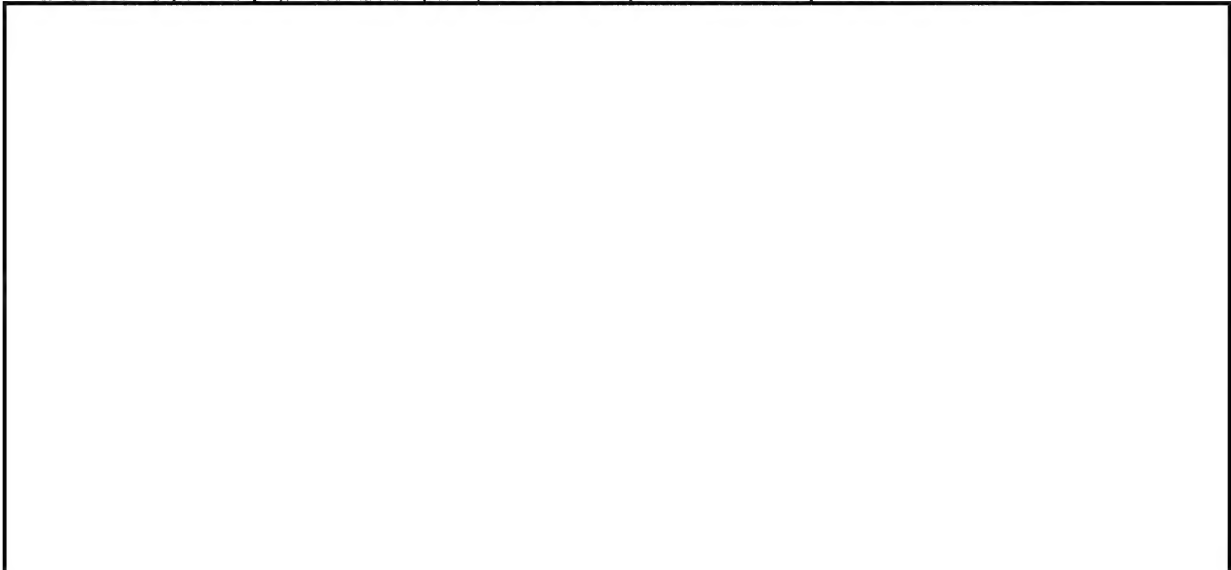
OFFICE OF LOGISTICS

CAT IIB CAPITAL INVESTMENT TO SAVE MONEY IN FUTURE

3. LOGISTICS INTEGRATED MANAGEMENT SYSTEM (LIMS)

The primary intent of the LIMS project is paraphrased from the project Goal: To develop an integrated management system that recognizes and reacts to service requirements . . . enhances operational efficiency, effectiveness and productivity . . . increase(s) automation in OL information handling (and processing transactions) . . . supports worldwide OL (and Agency) operations. . . interface(s) with Agency accounting, budget, and payment processes. The foremost objective of LIMS is to dramatically improve the Office of Logistics' (OL) response to its customers, in terms of the acquisition and delivery of requested and required goods and services and support a rapid vendor payment process.

Quantitatively, the internal requisition and processing sequence involving significant labor-intensive and paper-dependent processes currently averages 55 days of throughput. Using the same or fewer personnel, the LIMS system will simplify processes, increase accuracy, provide timely information, improve vendor relationships, minimize bureaucratic procedures and, importantly, modernize the manner in which business is conducted today and in the future. The benefits of a LIMS system, with its projected responsiveness, will become



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OFFICE OF LOGISTICS

CAT IIB CAPITAL INVESTMENT TO SAVE MONEY IN FUTURE

5. NEW BUILDING AT HEADQUARTERS

Capital investment in a new building on the Langley Compound for consolidation of the Headquarters organization can achieve annual savings in excess of \$5,300,000 by 1985. This figure is comprised of:

- a. Reduction in Commo leased lines
- b. Reduction in the number of Federal Protective Officers
- c. Reduction in costs of TEMPEST testing and countermeasure design
- d. Employee lost man-hours on the shuttle
- e. Reduction of shuttle operating fund
- f. Motor Pool employee reduction
- g. Courier personnel reduction
- h. Reduction in reimbursement for use of POV.

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OFFICE OF DATA PROCESSING

CAT IIC CAPITAL INVESTMENT TO SAVE MONEY IN FUTURE

2. INCREASE IN FUNDS AND/OR POSITIONS FOR SOFTWARE DEVELOPMENT

Many cost savings recommendations derive from the benefits of automating manual systems or redesigning currently automated systems. ODP and the Agency in general are currently underinvested in the software development area: additional funds and/or slots for ODP or other components would mitigate this problem. Cost savings would of course depend on the specific application automated, but just in terms of the specific computer systems addressed by DD/A components the savings can be expected to aggregate to well in excess of \$500,000 on an annual basis.

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